

# Syracuse Hancock International Airport Tenant Construction and Alteration Process

1. Initial Contact
  - Please submit the Airport Tenant Construction/Alteration Application to [tenantpermit@syrairport.org](mailto:tenantpermit@syrairport.org) for a tenant contemplating any construction or alteration work on or within their leased premises or space.
2. Design Documents
  - Initial tenant application should include preliminary drawings for SRAA review
  - All final drawings shall be stamped and signed by a licensed professional.
  - Scale drawings of project which include a key plan.
  - Existing building information may be available from SRAA upon request.
3. Meetings
  - After SRAA staff have reviewed the initial design documents, comments will be provided and/or a meeting will be set up with the tenant to go over any comments. As necessary, meetings with our Operations, Facilities and ARFF groups can be arranged.
4. Permit approval
  - Once SRAA has reviewed the design documents and comments have been addressed and all permits and insurance have been received, SRAA will approve the application and the tenant can then move forward securing the remaining documentation. **NO WORK WILL COMMENCE UNTIL THE FOLLOWING ARE SUBMITTED:**
    - i. Insurance certificates for all prime and sub-contractors (both the City of Syracuse and the Syracuse Regional Airport Authority shall be listed on the insurance)
    - ii. Applicable City of Syracuse permits (fees apply) or agreement from the City that no permit is needed
    - iii. Applicable Local, State or Federal permits (NYSDEC, NYSDOT, FAA, etc.)
    - iv. Necessary employees must complete the badging process (2-3 week process)
    - v. If the project is to last more than five (5) days, a full construction schedule shall be submitted

Once all documents have been approved and received, SRAA will issue a final determination within ten (10) business days. Should SRAA deny the permit, the Airport will provide the tenant with a written reasoning of the denial. Work can commence when the fully executed application is returned to the tenant. Per Terms and Conditions below (#14), SRAA will inspect the work following issuance of a Certificate of Completion from the tenant.



Syracuse Regional Airport Authority

# Terms and Conditions

1. In the performance of the work covered hereunder the Tenant shall, unless otherwise directed in writing by the SRAA, conform to the requirements of the respective enactments, ordinances, resolutions and regulations of the city, town, or municipality in which the proposed project is located in regard to the construction and maintenance of buildings and structures, and in regard to health and fire protection as prescribed by the Chief. The Tenant's obligations to comply with the above governmental requirements is for the purpose of assuring proper safeguards for the protection of persons and property at the Airport and is not to be construed as a submission by the SRAA to the application to itself of such requirements.
2. The Tenant shall comply with such federal, state, and municipal laws, statutes, orders and regulations, if any, as may be legally applicable to the work or the performance thereof or its employees therein. The Tenant shall consult with the Airport Engineer/Planner with respect to the applicability of any and all laws, statutes, enactments, ordinances, resolutions and regulations and as to the procedures to be followed before taking any other action with respect thereto, and shall follow the instructions and procedures prescribed by said Airport Engineer/Planner with respect thereto.
3. The Tenant shall observe and obey, and compel its officers, employees, agents, and contractors to observe and obey, the rules and regulations of the SRAA now in effect which are applicable to the performance of the work and such further applicable rules and regulations which may from time to time during the said performance be promulgated by the SRAA for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance of the Airport, or for the safe and efficient operation of the Airport.
4. The Tenant shall procure and maintain bodily injury and property damage liability insurance in its own name, and Workmen's Compensation Insurance, in at least the limits specified during the Pre-Submittal meeting; or if the work is to be done by an independent contractor, the Tenant shall require such contractor to procure and maintain such insurance in the contractor's name. A certificate evidencing such insurance shall be furnished to the SRAA prior to the commencement of the work.
5. The Tenant shall indemnify and hold harmless the City and the SRAA, its Commissioners, officers, agents and employees, against and from (a) the risk of injuries (including wrongful death) or damage direct or consequential, to it or them or to its or their property, arising out of or in connection with the performance of the work, and (b) the risk of claims and demands by third persons, arising or alleged to arise out of the performance of the work, whether such risks arise out of acts or omissions of the Tenant, its contractors, the SRAA, or otherwise.
6. The Tenant shall pay all claims lawfully made against it by contractors, subcontractors, material men and workmen, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of the work; and shall cause all contractors and subcontractors to pay all claims lawfully made against them.
7. At a minimum, all materials and workmanship shall conform to the same standard as that generally accepted in the industry, which shall be done in accordance with the drawings accompanying the Tenant's permit application. Work shall be done to the satisfaction of the SRAA. Any work or materials not approved by the SRAA shall be redone and/or replaced at the Tenant's expense.
8. The Tenant shall notify the Airport Engineer/Planner not less than two (2) days prior to the commencement of the work, and shall complete the same within the number of days specified in the permit application; and upon completion shall notify the Facility Engineer.
9. In the performance of the work, the Tenant shall not do or permit to be done any act affecting the operation of any existing plumbing, heating, fire-protection, fire-alarm, sewerage, drainage, water supply, electrical, sprinkler, ventilating, refrigerating, fuel or communication system that exists, including all pipes, tubes, lines, mains, wires, conduits, equipment and fixtures, except with the express written approval of the Airport Engineer/Planner.
10. Prior to the commencement of the work and throughout the performance thereof, the Tenant shall erect and maintain at its own expense in or about the space such barriers, shields and other suitable protective devices for the protection of the public and others and their property as in the opinion of the SRAA may be necessary or desirable for the purpose. The work shall be performed in such a manner as will cause the minimum inconvenience to members of the public and others at the Airport.
11. During the performance of the work, the Tenant shall not permit the accumulation in or about the space of any debris, rubbish or litter of any sort resulting from such performance and shall make such arrangement for the frequent removal thereof from the Airport, by means of facilities to be furnished by the Tenant, as may in the opinion of the SRAA, be necessary to prevent such accumulation. Removal and disposal of all trash and debris generated by the work shall be the sole responsibility of the Tenant. No trash or debris may be deposited or dumped in any City owned trashcan or dumpster, and no City owned equipment or City employee may be used to transport or convey trash or debris on the behalf of the Tenant.
12. Notwithstanding the approval of this permit by the SRAA, the Tenant shall not perform or permit to be performed any work hereunder, the performance of which or the subsequent use or occupancy of which will (a) invalidate or conflict with any insurance covering facilities at the Airport or any part thereof, or in any property located therein or thereon, or (b) increase the rate of any fire insurance, extended coverage, rental insurance or other insurance on the facilities at the Airport or any part thereof or upon any property located therein or thereon. The Tenant shall promptly observe, comply with and execute the provisions of any and all present and future rules, regulations, requirements, orders, directions and standards of any board or organization exercising or which may exercise insurance authority which may pertain or apply to the performance of the work or to the completed work, including use or operation thereof, and the Tenant shall make any and all structural and non-structural improvements, alteration or repairs of the work that may be required at any time hereafter by any such present or future rule, regulation, requirement, order or direction. If because of the work done or by reason of any failure on the part of the Tenant to comply with provisions of this paragraph any such insurance shall at anytime be limited, canceled or invalidated the Tenant shall immediately remove the work; or if the rate of premium for any such insurance shall be higher than it otherwise would be, then the Tenant shall pay to the SRAA on demand that part of all premiums which may have been charged because of such work or by reason of such failure by the Tenant. The Tenant shall furnish to the SRAA evidence of approval of the work by the insurance authority having jurisdiction.
13. Title to any installation, improvement, alteration, modification, addition, repair or replacement resulting from work done pursuant hereto shall immediately upon completion vest in the SRAA, or in the SRAA's Tenant if an agreement between Tenant and SRAA so provides, without execution of any further instrument. The Tenant shall not remove or change the same unless the SRAA shall give notice to the Tenant requiring removal or restoration. If notice is given to remove the same, then Tenant shall complete removal of and restore the space affected by the work to the same condition as it was prior to the commencement of said work, within a reasonable time period as specified in the notice. If the Tenant shall fail to comply with such notice, the SRAA may effect the removal and restoration and the Tenant shall pay the cost thereof to the SRAA upon demand.
14. The Tenant shall issue a Certificate of Completion to the Airport Engineer/Planner for approval upon completion of work. An inspection by the Airport Engineer/Planner and other SRAA personnel, as necessary, will occur following receipt of the Certificate.